



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HIGHWAY PATROL MAJOR</b>	<b>46*</b>	<b>A</b>	<b>11.101</b>

Under the administrative direction of the Chief, Nevada Highway Patrol, manage the operations of either the General Services or Field Operations Bureaus, with primary emphasis on developing Bureau goals, objectives, both long range and short term, consistent with the Division mission; plan, organize, direct, control and coordinate resources and personnel ensuring efficiency and effectiveness in effort; formulate budget development; execute the duties of the Chief when absent.

Majors are rotated between the Field Operations Bureau and the General Services Bureau as the Chief may direct. The following tasks are common to both Majors.

Participate in the development of division goals and objectives; direct the development of Bureau goals, objectives, long range plans, and programs to ensure the Highway Patrol mission is defined and accomplished. The goals, objectives, long range plans and programs are developed taking into consideration: identified areas of law enforcement problems or concerns, projected trends relative to and affecting the Highway Patrol's mission, impact statements affecting all division resources, budget restraints, political factors, and established laws. The Bureau goals, objectives, long range plans, and programs are subject to review for feasibility and compatibility with division goals, objectives, long range plans, and fiscal position by the Chief prior to finalization.

Direct the preparation of the Field Operations' or General Services' biennial budget to ensure the law enforcement and support activities can be accomplished. Budget development includes ensuring the budget is consistent with division directives and guidelines; reviewing budget requests submitted by commanders for completeness, justification and consistency with Bureau goals, objectives and long range plans; amending, adding, deleting and prioritizing all requests; and as necessary, negotiating the Bureau budget proposal with the Chief. Direction of budget development is accomplished by establishing regional directives and procedures within policies and procedures set by division headquarters and/or the State Budget Division. The budget development process is not subject to review unless a problem occurs, but the completed budget proposal is subject to evaluation by the Chief for timeliness, adequacy and economy of the proposal and justification, and consistency with the Department's overall fiscal position.

Administer the Field Operations' or the General Service's biennial budget to ensure adequate Bureau funding and budget compliance. Budget administration include: evaluating the effects of the approved funding and programs against the submitted requests; deciding and approving adjustments to previously planned programs, activities and priorities; and reporting to and consulting with the Chief on problem areas and providing alternative solutions with impact statements. The monthly budget reports of Bureau expenditures are subject to review by the Chief for expenditure problems.

Direct the development of Field Operation's or General Service's operating policies and procedures to direct, inform, guide and control the personnel and activities of the Bureau. The development of policies and procedures include: ensuring the various commanders have developed procedures and rules for their respective areas of responsibility, reviewing policies and procedures to ensure they are current, fulfill operational needs and are compatible with other regional and divisional policies and procedures. Policy and procedure development includes the consideration of Bureau and divisional goals, objectives and long range plans. The policies and procedures are subject to review by the Chief's headquarters staff for consistency and compliance with division directives.

**\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Supervise commissioned and non-commissioned personnel to ensure the law enforcement and support activities are performed efficiently and effectively. Supervision includes directing personnel deployment, and assignments, scheduling, and/or approving scheduled overtime; ensuring compliance with laws, rules, regulations, policies and procedures, reviewing and approving submitted studies and reports, and conducting staff meetings; identifying individual and/or group training needs, approving training recommended by subordinate supervisors, and directing the instruction of existing or new methods and practices; and conducting scheduled and unscheduled inspections of staff performance and appearance, evaluating and preparing performance appraisal reports, reviewing appraisal reports prepared by subordinate supervisors, recommending and/or reviewing recommendations from subordinate supervisors for disciplinary actions or commendations/awards, and providing guidance and counseling. Supervisory tasks are subject to unscheduled inspections and review by the Chief or from division headquarters staff when directed by the Chief to determine compliance and consistency with divisional and departmental policies and procedures.

Participate in the division's development of legislative proposals and the preparation of impact statements and/or justifications; develop legislative requests based on needs identified by evaluation of regional activities. As directed, give representation before the Director of Department of Motor Vehicles and Legislative committees. The activity of developing legislative proposals and associated tasks are normally not reviewed, but developed proposals with justifications are reviewed by the Chief for compatibility with the division's policies, long range plans, and their viability.

Maintain liaison and cooperative relationships with other state and federal agencies, local law enforcement and governmental officials, district representatives of the State legislature, safety interest groups, the public, and the media. The purpose of these contacts is to maintain cooperation and support for, and information and education about, the Highway Patrol's activities and mission. Contacts are maintained by representing the Highway Patrol before individuals and groups through oral and written presentations.

Perform the statutory duties of a law enforcement officer of the Nevada Highway Patrol as required, which includes, but is not limited to traffic enforcement, arresting of individuals, investigating traffic accidents, assisting the motoring public; and testifying in courts of law.

Perform related duties as assigned.

**Bureau of Field Operations** - In addition to performing the tasks described above, Highway Patrol Majors in Field Operations:

Plan, organize, direct and control the law enforcement and other operating activities of the statewide field work force. This includes direction and control of all vehicles using the highways of the State; the enforcement of federal, State, county and city criminal laws; the apprehension of criminals; the investigation of crimes; and the gathering and preserving of evidence for criminal prosecution.

Direct the development and maintenance of regional contingency plans for emergency operations such as natural disasters, prison disturbances, traffic accidents involving hazardous materials, civil disturbances and roadblock operations. Contingency plans are prepared to prevent or minimize loss or injury to people and property. The contingency plans are prepared to include liaison with other law enforcement and public safety agencies, command structure and authority, staffing and deployment, communication, logistics and implementation of the operations. The contingency plans are subject to review by division headquarters for compliance with rules, policies, procedures and other directives.

Direct the management of the State's field hazardous materials enforcement and response programs through regular inspection and monitoring of shippers' commercial vehicles and cargos to ensure compliance with State and federal laws and regulations; ensure the proper and timely response to hazardous materials spills or accidents in order to minimize or neutralize existing dangers.

Develop and administer traffic safety programs by analyzing accident causes and traffic trends; determine appropriate countermeasures such as officer deployment priorities, selective enforcement or public information and education.

Assume field command of emergency operations resulting from natural or human-caused disasters as directed by the Chief, or as determined necessary due to the sensitivity and impact on the division. All reports of these operations are reviewed by the Chief and/or his headquarter staff for identification of problems and compliance with established policies and procedures.

**Bureau of General Services** - In addition to performing tasks common to both majors, Highway Patrol Majors in General Services:

Plan, organize, direct and control the management of the Division's support and services programs and functions which include the training academy and staff; the acquisition and maintenance of facilities to house the Division statewide; the automated services programs which provide operational records as well as the Nevada Central Criminal History Repository and the Nevada Criminal Justice Information Switcher which involves the State's microwave and telecommunications network and provides the inter-intrastate communications link to various criminal justice agencies.

Administer and direct the Nevada Highway Patrol radio, microwave and telecommunication systems, ensuring security and compliance with the F.C.C. rules and regulations.

Responsible for the policies, procedures, plans and management of the operating fleet vehicle inventory which includes procurement on a statewide basis.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* As a condition of employment, pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment.

**EDUCATION AND EXPERIENCE:** Graduation from an accredited college or university in criminal justice, public administration, business administration or other closely related field and one year of experience as a Nevada Highway Patrol Captain; **OR** graduation from high school or equivalent education and two years of experience as a Nevada Highway Patrol Captain; **OR** graduation from high school or equivalent education and successful completion of training offered by the FBI National Academy, the Northwestern School of Police Staff & Command or the Southern Police Institute and one year of experience as a Nevada Highway Patrol Captain. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** the administrative, state and legislative budget processes sufficient to direct the development and administer a Bureau's budget requests and justification; the problems and occurrences associated with operating a Bureau's traffic and law enforcement organization as applied to the effective and efficient planning of a Bureau's activities; divisional goals, objectives, policies and procedures as applied to administering and directing the law enforcement and support operations; the criminal laws of the State of Nevada affecting the licensing and operation of vehicles, the laws of arrest, the rules of evidence, the legal rights of citizens and the criminal justice system's practices and procedures as needed to supervise commissioned personnel and monitor the patrol and enforcement activities; supervisory principles, practices and procedures as applied to supervising commissioned and non-commissioned personnel carrying out the law enforcement and support activities; the use and care of firearms, patrol vehicles and radio communication and other assigned equipment as needed to supervise commissioned personnel and to identify training needs; personnel practices and principles as needed to oversee a Bureau's personnel activities; the Highway Patrol's

**MINIMUM QUALIFICATIONS** (cont'd)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (cont'd):

mission as needed to direct the development of a Bureau's goals, objectives and long range plans; management principles and practices as needed to direct the development of policies, procedures, goals, objectives and long range plans; to assist in the development of divisional goals, objectives and long range plans; and to direct the development of budget requests and justification. **Ability to:** interpret laws, rules, regulations, policies and procedures as needed to coordinate law enforcement and/or support activities, achieve uniform and effective application and supervise commissioned and non-commissioned personnel; communicate verbally and in writing as needed to supervise and disseminate information and to complete a variety of reports and correspondence regarding law enforcement, administrative support, and/or special program/project activities; analyze existing or potential emergency situations as applied to directing the preparation of contingency plans for emergency operations; establish and maintain cooperative liaisons and relationships with the public, other law enforcement agencies, members of the judicial system and other state and federal agency personnel contacted while performing the work assignments.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** the Division's and the Bureau's jurisdictional areas as needed to effectively direct either the Field Operations Bureau or the General Services Bureau for law enforcement or support activities such as development of a Bureau's goals, objectives, long range plans, budget, operating policies and procedures, and contingency plans for emergency operations; current and accepted administrative principles and techniques applied to planning, organizing and directing the law enforcement and support activities of a Bureau; the environment of the State and the patrol region to forecast growth and human changes as applied to developing Bureau goals, objectives and long range plans. **Ability to:** maximize the patrol's accomplishment of mission goals and objectives as applied to directing the most efficient and effective use of Bureau personnel and resources; communicate Highway Patrol goals, policies and procedures as needed to present the budget and legislation before members of the public, headquarters staff, and legislative committees and other hearing bodies.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	11.101
ESTABLISHED:	1/1/61
REVISED:	7/1/67
REVISED:	6/29/73
REVISED:	10/16/75
REVISED:	8/15/78-3
REVISED:	10/24/80
REVISED:	11/10/83R
	12/7/84PC
REVISED:	3/1/85-3
REVISED:	7/18/86
REVISED:	1/30/87-3
REVISED:	8/6/87-3
REVISED:	7/1/89LG
REVISED:	7/1/91P
	10/19/90PC
REVISED:	11/15/91PC
REVISED:	7/1/95LG
REVISED:	4/27/01PC
REVISED:	7/1/01LG